



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
SOUTHERN REGION CONTRACTING CENTER-WEST
2107 17TH STREET BLDG 4197
FORT SAM HOUSTON TX 78234-5015

SFCA-SR-CC-W

8 December 2005

MEMORANDUM FOR Certifying Officers/Cardholders/Resource Managers

SUBJECT: Certification of Government Purchase Card (GPC) Accounts

1. This memorandum is to advise all personnel involved with GPCs of the recent change of the monthly billing cycle for GPC accounts. The new monthly billing cycle now begins on the 19th and ends on the 18th of the following month.
2. Cardholders are now required to approve pending transactions in CARE within **3 business days** from the 18th. Certifying Officers must certify their GPC statements within **5 business days** from the 18th.
3. Effective immediately, Certifying Officers who fail to certify in CARE as specified above (which includes manual payments to DFAS) will be reported to their Commander/Director. Failure to certify in a timely manner may result in deactivation of the account until payment is received/posted by U.S. Bank.
4. The SRCC-W POC is Ms. Annette Gremmer, GPC A/OPC, 210-221-4030 or the undersigned at 210-221-5930.

Sincerely,

VICTOR B. HOWARD

Director, Southern Region Contracting
Center - West